

## Request - Attachment 1

### EXPO 2014 Exhibitor Information

#### Exhibitor Schedule

Exhibitor set up	Monday, May 12	7:00 a.m. to 4:00 p.m.
EXPO exhibitor hours	Tuesday, May 13	7:00 a.m. to 7:00 p.m.
	Wednesday, May 14	7:00 a.m. to 7:00 p.m.
Exhibit removal	Wednesday, May 14	7:00 p.m. to 8:00 p.m.
	Thursday, May 15	7:00 a.m. to 9:00 a.m.

Standard 10' x 10' exhibitor booths are free of charge\* and include one skirted table and two chairs.

\*Charges will be assessed for booth phone service or any electrical needs in excess of 500 watts.

(Larger booth space and other benefits are available through our EXPO 2014 sponsorship program. For information, email [EXPO2014@rl.gov](mailto:EXPO2014@rl.gov), or call (509) 376-2151.)

#### GUIDELINES FOR EXPO EXHIBITORS

1. Set up begins no earlier than 7:00 a.m. and must be completed by 4:00 p.m. on Monday, May 12, 2014, with exhibit removal completed no later than 9:00 a.m. on Thursday, May 15, 2014.
  - a. An exhibit representative is required to be with the display during removal until all items are removed from the TRAC Center.
2. Exhibitor space location assignments are at the discretion of the EXPO 2014 Exhibitor Lead.
3. Exhibits are to be set up for the duration of the event.
4. Exhibitors planning to leave their booths longer than 30 minutes need to contact the EXPO Information Booth.
5. Exhibitors may not stick or attach anything to the curtains, tables or floors of their booth.
6. Exhibits should be tailored for the general public.
7. All exhibitor brochures, handouts and literature must be pre-approved by the EXPO 2014 team. Give-away items that could cause hazards, in the opinion of the EXPO 2014 team, are not allowed.
8. Exhibitor is responsible for bringing supplies needed for their booth (common forgotten items include electrical extension cords, scissors and step stools).
9. Exhibitors may not provide give-away samples of food or beverages (including water) without express written consent from the EXPO 2014 team.
10. Exhibitors are to wear appropriate clothing and closed-toed shoes (including during set up and tear down of the exhibits).

11. Exhibitors are to display safe work practices at all times (no standing on chairs or tables).
12. Exhibitors are expected to take a “soft-sell” approach in promoting their products. No pricing of merchandise or services allowed.
13. Exhibitors may not solicit donations or conduct pay-for raffles or fund-raising events.
14. Exhibitors may not publicly advertise this event without written consent from the EXPO 2014 team.
15. Exhibitors may not bring in any outside food or beverage.
16. Exhibitors with confirmed booths who are unable to attend should contact the Exhibitor Lead, Owen Berglund, at 509-376-9035.

Further information: Contact Owen Berglund, 2014 Exhibitor Lead, at (509) 376-9035.